

RENTAL APPLICATION

Wood Properties, LLC 1/13/21

PO Box 11561

Charleston, WV 25339

woodpropertiesonline@gmail.com

www.woodpropertiesonline.com Phone # to Call: _____ Dated: _____

Application Fee: \$18 for 1 adult; \$36 for 2 adults; \$54 for 3 adults. Please submit with application.

THIS APPLICATION IS FOR EQUAL HOUSING OPPORTUNITY

Name: Last: _____ First: _____ M: _____

Birth Date: _____ Social Security #: _____ Drivers Lic. #: _____

Cell: _____ Text: ____ Y/N, E-mail: _____

Present Address: _____ City, St., Zip: _____

C0-Tenant: Last: _____ First: _____ M: _____

Birth Date: _____ Social Security #: _____ Drivers Lic. #: _____

Cell: _____ Text: ____ Y/N, E-mail: _____

Occupants: _____ Relationship: _____ Age: _____

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Occupants: _____ Relationship: _____ Age: _____

Landlord or Agent: _____ Phone: _____ How Long: _____

Address: _____ City, St., Zip: _____

Previous Landlord: _____ Phone: _____ How Long: _____

	PRESENT OCCUPATION	PRIOR OCCUPATION	CO-TENANT'S OCCUPATION
Occupation			
Employer			
Self-employed, Name of Bus			
Business Address			
Business Phone			
Type of Business			
Position held			
Name and Title of Supervisor			
How long			
Monthly Gross Income			
			1

Bank Reference		Address:		Phone:	
CREDIT REFERENCE	ACCOUNT NO.	ADDRESS	City	Contact	
Name	COMPLETE MAILING ADDRESS		PHONE	Relationship	OCCUPATION
Emergency Contact	Emergency Contact				
Close by Relative	Close by Relative				
PERSONAL REFERENCES	PERSONAL REFERENCES				
PERSONAL REFERENCES	PERSONAL REFERENCES				
PERSONAL REFERENCES	PERSONAL REFERENCES				

Have you ever filed a petition for bankruptcy? _____

Have you had Wrongful Occupation filed against you? _____

Have you ever been convicted of committing a crime? _____

Have you ever been evicted from any tenancy? _____

Have you ever willfully and intentionally refused to pay any rent when due? _____

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF CONSUMER CREDIT REPORT AND BACKGROUND CHECK. IN COMPLIANCE WITH ALL THE PROVISIONS OF THE FAIR CREDIT REPORTING ACT I CERTIFY HTAT I UNDERSTAND THE PERMISSIBLE PURPOSES FOR OBTAINING AND GIVE NOTICE THAT THE ABOVE NAMED FIRM OR INDIVIDUAL MAY REQUEST A CREDIT REPORT FOR RENTAL PURPOSES. I HAVE READ AND UNDERSTAND THIS CONTRACT.

I agree that Landlord may terminate any agreement entered into in reliance on any misstatement made above.

Applicant: _____ Applicant: _____

(Print)

(Print)

This application for property located at: _____



WOOD PROPERTIES, LLC

Wood Properties, LLC

PO Box 11561

Charleston, WV 25339

www.woodpropertiesonline.com

woodpropertiesonline@gmail.com

Dear Prospective Tenant,

The application has two sides. Please fill out the application and return it to the address listed above.
Under Personal Reference, please include a relative who lives nearby. You will need to enclose a \$18.00 application fee for each adult. If paying by check or money order, please make it out to Eric Wood. If you hand deliver your application, you may pay cash. Other requirements: 1. Copy of ID with picture. 2. Proof of income or financial assistance (pay stubs, S.S. statement, food stamps, etc.). and 3. Documentation showing S.S.#. After lease is signed landlord may periodically require updated employment information. (paystubs).

Deposit is \$100 more than the rent. For example, if the rent is \$700, the deposit is \$800. Payment of first month's rent and deposit are required before you receive a key. The first month's rent is prorated. In other words, if you move in on the 15th of the month, you will only be charged for half a month's rent. Rent is due on the first. We give you a grace period until the 5th of the month. Your payment envelope must be postmarked by the fifth of each month. Late payments will be assessed a late fee of \$35.00.

When you receive a key, we call each utility. We give you have three (3) business days to have the utilities placed in your name.

We also add to your rent 10% of your total rent to each invoice for 10 months. This will give you your last month's rent and extra money when you leave. Consider this a savings plan. This guideline cannot be applied to applicants receiving housing assistance.

We will process applications as soon as we receive them. We do a background check and a credit check for all prospective tenants. We process your application in 3 days to a week. It may take longer if we have several applications to process.

If you have a pet or plan to get a pet, you are required to discuss any and all pets with your landlord first. Mr. Wood will need to meet your pet before we accept your pet. Monthly pet fees apply. We currently charge a pet of \$25 a month for the first pet. Pet form needs to be filled out.

Starting January 2021 Wood Properties is instituting a **NO SMOKING** policy for new tenants in all of Wood Properties Apartments and Houses. If tenants violate this policy, landlord may keep their entire deposit.

Eric F. Wood 304-542-3836

I have read Wood Properties policies and understand them. Date: _____

Signature: _____ Print: _____

Wood Properties, LLC
PO Box 11561
Charleston, WV 25339
Phone: 304-542-3836 Fax: 304-965-7115

AUTHORIZATION RELEASE OF INFORMATION **Date:** _____

CONSENT

I authorize and direct, Federal, State, or local agencies, organizations, businesses, or individuals, to release and to verify my application for participation, and/or other housing programs. I understand and agree that this authorization, or the information obtained with its use may be given to and used by Wood Properties, LLC in administering and enforcing program rules and policies. I also consent for Wood Properties, LLC to release information from my files about my rental history to credit bureaus, collection agencies, or future landlords. This includes records of my payment history, and any violations of my lease or policies.

INFORMATION COVERED

I understand, depending on policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but are not limited to:

Identity and Marital Status	Employment, Income, and Assets
Medical or Child Care Allowances	Credit and Criminal Activity
Residences and Rental Activity	

GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups or individuals that may be asked to release the above includes but is not limited to:

Previous Landlords	Credit providers and Credit Bureaus
Courts and Post Offices	Welfare Agencies
Schools and Colleges	State Unemployment Agencies
Medical and Child Care	Support and Alimony Providers
Retirement Systems	Veterans Administration
Utility Companies (Date utility was cut off)	Past and Present Employers

COMPUTER MATCHING NOTICE AND CONSENT

I UNDERSTAND AND AGREE THAT Wood Properties, LLC may conduct computer matching programs to verify any information supplied for my application or renewal of lease. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to dispute incorrect information, Wood Properties, LLC, in the course of its duties, exchanges such automated information with other federal and state agencies or Landlords included but not limited to: U.S. Post Service; the Social Security Agency; State Welfare; Food Stamp Agencies and Charleston/Kanawha Housing Authority.

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with Wood Properties, LLC and becomes Wood Properties, LLC property. I understand I have a right to review my file and correct any information that I can prove is incorrect.

SIGNATURES

X_____	_____	_____	SS#: XXX-XX _____
Head of Household	Print	D of B	

X_____	_____	_____	SS#: XXX-XX _____
Spouse/Co-Head/Other adult	Print	D of B	